

Montana Office of Public Instruction – School Nutrition Programs

FRESH FRUIT AND VEGETABLE PROGRAM (FFVP)

Monthly Claim for Reimbursement

Name and Address of School District	2. Telephone: Area/Number _____	5. Number of Schools in FFVP _____
	3. School Year _____	6. Month _____
	4. Fiscal Year Funds _____	7. Days of Operation in Claim Month _____

OPERATING COSTS: [Please itemize expenses for operating costs on the following pages]:

-- Fruits/Vegetables \$ _____

-- Labor \$ _____

-- Small supplies/other \$ _____

TOTAL OPERATING COSTS \$ _____

ADMINISTRATIVE COSTS \$ _____

I certify that information submitted on this claim for reimbursement is true and correct and that failure to submit accurate claims will result in the recovery of an overclaim and may result in the withholding of payments, suspension or termination of the program. I acknowledge that if failure to submit accurate claims reflects embezzlement, willful misapplication of funds, theft, or fraudulent activities, penalties shall apply.

SIGNATURE

Food Service Director _____ Date _____

District Clerk/Secretary _____ Date _____

Retain in your School District Files

**Claims are due by the 10th of the month following the claim month
and will be paid during the month of submission.**

Participating School _____ Month/Year _____

PER SCHOOL OPERATING COSTS: Product Description	Size/Weight of Shipping Unit	Number of Units	Cost Per Unit	Cost Fruit
Fruits				
			+ Delivery/Fuel Charges	
			Total Cost of Fruit _____	
PER SCHOOL OPERATING COSTS: Product Description	Size/Weight of Shipping Unit	Number of Units	Cost Per Unit	Cost Vegetables
Vegetables				
			+ Delivery/Fuel Charges	
			Total Cost of Vegetables _____	
OPERATING COSTS:				
			Total Fruits &Vegetables with Delivery/Fuel Charges Cost _____	

Participating School _____ Month/Year _____

OPERATING COSTS	Cost Labor
LABOR (Labor directly related to the preparation or serving of fresh fruits and vegetables)	
Total Labor Cost _____	
SMALL SUPPLIES/OTHER (Small supplies -- e.g. napkins, paper plates, utensils, bowls, pans and the like, Other - are such items as LOW FAT dips etc.)	Costs Supplies
Total Supplies Cost _____	
ADMINISTRATIVE COSTS (costs such as equipment purchases, leasing and <u>labor costs not related to the preparation and serving of fruits and vegetables</u> ; labor includes but not limited to planning, ordering, writing menus, reporting, billing, tracking, inventory, etc. Total administrative costs are limited to 10% of the grant.)	Costs Administrative
Total Administrative Costs _____	